13 October 1983

MEMORANDUM FOR: Information Systems Board Members

FROM:
                       Executive Secretary to the Board

SUBJECT: Minutes of 2 September 1983 Meeting of the
                       Information Systems Board

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1.   The Information Systems Board met on Friday, 2 September
1983. Charles Briggs (ExDir) presided and participants included
board members:
William Donnelly (D/OC), Philip Eckman (D/ORD),
substituting for   . Rutledge Hazzard (D/NPIC).
Robert Kohler (D/OD&E).
                                                   for Clarus Rice),

(O/Compt),
(O/ExDir), and   (PS) also attended.

2.   Mr. Briggs opened the meeting by announcing that all of
the Board's Working Groups had selected officers -- a rotating
chairperson and recording secretary. The list of these officers was
disseminated to the Board. The minutes of all Working Group
meetings held through 15 August also was disseminated and Mr. Briggs
announced that all Board members would receive the minutes of all
working group meetings regardless of monitoring responsibilities.
An updated list of Working Group members was also given to the
Board.

3.   Mr. Briggs then introduced   Chairman of the
Information Services Planning Working Group, who presented his
group's revised charter for approval. After the Board members read
the charter,   explained that the group intended first to
determine if the CIA is now planning effectively for its information
services. To address that issue, he continued, the group proposed
to define planning, investigate the planning methods presently used
by Agency components and determine what, if any, improvements could
be made in CIA's planning procedure. The Planning Working Group
will then make recommendations to the Board, if warranted, on how
the Agency might:

-- improve the planning structure and procedures,

-- include budgeting and control in the planning function,

-- determine planning deliverables and responsibilities.

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Finally, [ ] concluded, the Working Group will identify, prioritize, and address specific information services planning issues.

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4. Several Board members asked for clarification of some points of the Planning Working Group's charter, and Mr. Kohler suggested that requirements and planning might be treated as part of the same process. [ ] responded that the two functions were indeed closely related, but probably should be separated for the purpose of analyzing procedures. Mr. Kohler then suggested that all the working groups present a schedule of milestones and deliverables at the next Board meeting. (The Working Groups have been informed of this request.) [ ]

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5. Mr. Briggs next introduced [ ] Chairman of the Workstation Environment Working Group, who presented his group's revised charter to the Board for approval. [ ] told the Board that his Working Group decided to use the original draft charter but defined "workstation/terminal environment," included stand-alone word processors in the charter, and added a requirement to coordinate their efforts with those of the other Working Groups. [ ]

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6. Mr. Briggs began the comments on [ ] briefing by asking that the Workstation Environment Working Group consider having a respreseentative of the Agency's secretaries as a member. He further noted that word processors appeared to be proliferating in a disorganized fashion and commented on the space and environmental problems caused by some word processors, notably the Wang Alliance system. Mr. Briggs also charged the Working Group with remembering in their deliberations the pressing need for better communications between Headquarters and employees outside of Headquarters. He concluded, however, that he did not necessarily mean a standardized workstation or terminal was essential. In fact, he felt that the best and brightest 25 percent of the Agency's ADP users probably would eventually want to use personal computers in their work and should be encouraged to do so. [ ]

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7. Mr. Kohler and [ ] agreed with Mr. Briggs. [ ] further stated that the focus should be on the user's requirements and that the hardware purchased should fit those requirements. The consensus of the Board appeared to be opposed to terminal standardization for the sake of standardization. [ ]

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8. [ ] asked [ ] for a status report of his group's activities. The Workstation Environment Working Group, said [ ] had held four meetings, agreed to a charter, and outlined its first study on merging word and data processing in CIA's current systems. The group also had briefings on ASG's "Golden Tiger" project (an advanced, multi-media analyst workstation), future plans for the Delta Data terminal, and workstation security issues. Briefings were planned on the short-term options for using Wang terminals as data processing terminals, Biostar, and ODP's Host-Based Word Processing (HBWP) project. [ ]

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9. _____ concluded by describing the Working Group's study. The first phase -- an interim report -- will assess the options for combining word and data processing in the current CIA system, and the second phase -- the final report -- will analyze the requirements for CIA's future workstations in order to assist ODP's writing of an RFP for a follow-on terminal. (The Agency's contract with Delta Data expires in February 1986.) _____
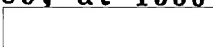
10. There being no further questions, Mr. Briggs moved to the next order of business asking if there were any final ADP initiatives for the FY 1985 budget to consider. No Board members raised initiatives, but _____ pleaded that future submissions should describe how ADP initiatives help CIA better perform its intelligence functions. He asked Board members to make explicit any payoffs resulting from automation rather than focusing on the hardware and software needed. _____ felt that ADP projects would receive increasing scrutiny in the coming years, particularly since large ADP projects accounted for 85 percent of the DCI guidance in FY 1985. _____

11. Mr. Briggs then turned the Board's attention to the recently expressed concern of the DCI that CIA take the best possible advantage of open source information and machine-assisted translation techniques that can speed the processing of foreign language documents. Mr. Briggs recounted the variety of efforts underway within the Agency and Community on open source information acquisition and exploitation, but suggested that an overall coordinating mechanism might be wise. He asked if the Information Services Planning Working Group might be the best equipped group to take an initial look at the open source exploitation problem. In response to a question about timing, _____ answered that the Planning Working Group would be unable to deal with the open source issue before the end of the year.

12. _____ suggested that FBIS and ORD should first size the problem and options. _____ stated that ORD was already discussing many of these issues and problems with FBIS and assisting them in machine translation projects. _____

13. Mr. Briggs next announced that the DCI had also suggested that the Community's Information Handling Committee (IHC) refocus its concerns to include all information handling, particularly open source information, rather than continue to limit its concerns to automated information systems alone. In keeping with the DCI's suggestion, Mr. Briggs announced that he had changed the CIA representation on the IHC from the D/ODP with D/OCR as alternate to the reverse. D/OCR will represent CIA and D/ODP will be alternate. _____ expressed satisfaction with the arrangement. Mr. Briggs then asked Board members to think about new directions for the IHC. _____

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14. Mr. Briggs adjourned the meeting. The next meeting is scheduled for Monday, 17 October 1983, at 1530 hours in the DCI Conference Room, 7D64 Headquarters.

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